

# Multiple District 5M

## Convention Bid & Report Package



Thank you for considering the opportunity to host a MD5M Lions Multiple Convention. Your diligent work, good planning and coordination, with excellent leadership and teamwork, will provide a rewarding experience for your club and community.

The attached information was approved by the Council of Governors March 20, 2010 and is provided as a guide to you when identifying the necessary data to begin the convention site selection process. Our goal is to adequately provide a comfortable and affordable environment for the Lions and others attending the convention as they participate in business meetings and educational seminars.

To assist you in preparing your bid, the following is provided:

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In preparing your bid, it must be clearly understood that:

1. The bidder must have the advance approval of its District
2. The provisions of the MD5M Constitution, Bylaws and Policy Manual concerning the Multiple District Convention will apply.
3. Final award of the bid is contingent upon review and approval of contracts that support the bid requirements. These contracts must be completed early in the calendar year prior to the convention dates.
4. No contracts of any kind shall be signed by representatives of the local Lions without prior review by the MD5M Legal Consultant.

The Council of Governors and I look forward to working with you in conducting an excellent convention. You are encouraged to immediately contact me if you need assistance.

Lion Bob Harms  
Executive Secretary  
Multiple District 5M

## MD5M Multiple Convention Bid Information

A club, group of clubs, or District may bid for the privilege of hosting a MD5M Multiple Convention. The bidding group should select its Chairperson and receive approval from its club and District. The club representative or selected Chairperson should secure the bid form and information packet from the MD5M Office. Cities, hotels and convention centers wishing to bid for a MD5M Multiple Convention must work through a local Lions Club, group of clubs or District.

To determine available dates to bid refer to the list on the MD5M website for dates not available to hold the Multiple Convention or contact the MD5M Executive Secretary.

Bids are due to the Council Chairperson, with a copy to the MD5M Executive Secretary, in writing at least thirty days prior to the MD5M Multiple Convention at which the delegates will vote on the convention site.

The selection of the MD5M Multiple Convention site shall be made by the MD5M Delegates at the business meeting at the MD5M Multiple Convention three (3) years prior to the date of the awarded MD5M Multiple Convention.

The headquarters hotel shall furnish hotel floor plans detailing rooms and identifying suites, doubles, king, queen, connecting, smoking, non-smoking, etc. to the MD5M Executive Secretary prior to the October Council of Governor's meeting next preceding the date of the convention. The MD5M Executive Secretary shall assign District Governor and MD5M officer room blocks as requested and return to the headquarters hotel by February 15. No rooms or suites shall be assigned by the hotel or host committee until after February 16.

## MD5M Multiple Convention Bid Requirements

### **General Business Sessions (Friday afternoon and Saturday morning or afternoon)**

Theater seating  
Skirted, elevated, head table with seating for 4  
(MD5M Executive Secretary, Council Chairperson, Parliamentarian & International Guest)  
Lectern at the elevated head table with microphone  
Floor microphones in central aisles in at least 2 locations  
Friday afternoon, seating for approximately 150 – 200 individuals  
Saturday morning or afternoon, seating for approximately 300 individuals

### **District Meetings (Saturday morning)**

District meetings are at the option of the individual Districts at their expense.  
It is the responsibility of the individual Districts to make arrangements for the meeting accommodations directly with the hotel.

### **Flag Ceremony/Memorial Service (Friday evening)**

Theater seating  
Lectern on elevated platform, no seating  
Seating for approximately 300 – 400 individuals  
Microphone at lectern  
Piano or keyboard  
The host committee is responsible for conducting the service, including:  
obtaining a speaker (minister) and pianist/keyboard player

### **Credentials Certification**

Space is needed for Friday and Saturday from 8 AM until 6 PM and  
Sunday (if needed) from 6 AM to 11 AM  
Three eight foot skirted tables with ten chairs  
Credential officials are appointed by the District Governors (one person per District)  
Coffee, tea/water service furnished in the mornings and afternoons for the  
credentials and convention officials

### **Registration Area**

Conducted by the host committee  
Three eight foot skirted tables with seating for two per table  
Thursday evening, Friday 8 AM to at least 7 pm, and Saturday 8 AM until 6 PM

## MD5M Multiple Convention Bid Requirements (cont.)

### **Voting (Sunday morning)**

*This will not likely be a requirement for every convention. It should only be needed for conventions where the delegates will be voting for an International Officer*

Two rooms needed from 6:30 AM until 11:00 AM

Six eight foot skirted tables individually placed in one of the rooms with two eight foot tables placed in the other

Coffee/tea/water service for the elections and credentials committee members

### **Meeting Rooms for Conventions Committees (Friday afternoon)**

Two rooms needed from 1 PM to 3 PM for use by the convention committees:

Rules, Convention City, Sergeant at Arms, Election, Nominations

Resolutions and Constitution & Bylaws

Two tables and eight chairs in each room

### **Seminar Rooms (Saturday morning or afternoon)**

One room with theater seating for approximately 400 individuals, OR

four rooms, with theater seating for 50 to 100 individuals each room

Skirted head table in each room with seating for three and with a microphone

Easel or some means of holding a poster or sign that will identify the title of the seminar being conducted in the room

Data projectors and screens in each room

### **Display/Vendor Area**

Minimum of fifteen separate eight foot skirted tables

At least half of the tables need to be at or near electrical service

Should be located out of the main traffic flow pattern for the seminars and meals

Audio-visual equipment for individual tables to be supplied by or paid for by the requesting party (club, committee, project, etc.)

### **Meal Services**

#### **Friday evening Mixer**

A social gathering that will follow the Flag Ceremony/Memorial Service

Planned by the Host Committee

#### **Saturday Morning Breakfast**

*(This meal may or may not be part of the meal package for the Multiple Convention at the discretion of the Host Committee preparing the bid)*

Elevated skirted head table with seating for up to 30

Lectern with microphone in the middle of the upper head table

Rounds of eight or ten for approximately 400 to 500 individuals

Three round tables reserved for dignitaries and guests

Meal should be served approximately five to fifteen minutes after scheduled seating time

## MD5M Multiple Convention Bid Requirements (cont.)

### **Saturday Luncheon**

Elevated skirted head table with seating for up to 30  
Lectern with microphone in the middle of the upper head table  
Rounds of eight or ten for approximately 400 to 500 individuals  
Three round tables reserved for dignitaries and guests  
Meal should be served approximately five to fifteen minutes after scheduled seating time

### **Saturday Night Banquet**

Upper elevated skirted head table with seating for up to 30  
Lower elevated skirted head table with seating for 24  
Lectern with microphone in the middle of the upper head table  
Rounds of eight or ten for approximately 400 to 500 individuals  
Three round tables reserved for dignitaries and guests  
Meal should be served approximately five to fifteen minutes after scheduled seating time  
Individuals sitting at both levels of the head tables will process in after everyone has been admitted to the room and are seated. The procession is organized by someone from the host committee  
Cash bar near or in the room of the banquet for attendees

### **Sunday Brunch**

Elevated skirted head table with seating for 30  
Lectern with microphone in the middle of the upper head table  
Rounds of eight or ten for approximately 400 to 500 individuals  
Three round tables reserved for dignitaries and guests  
Meal should be served approximately five to fifteen minutes after scheduled seating time

### **Reception (Saturday afternoon just prior to Saturday Evening Banquet)**

Room for the individuals sitting at the head tables and guests  
Start approximately an hour to an hour and a half prior to the banquet time  
Provide hors d'oeuvres & a cash bar  
Corsages and boutonnieres are provided to the individuals sitting at the head tables (check for allergies when ordering the flowers)

### **MD5M Office**

Approximately 150 square feet  
One or two eight foot tables and electrical outlets  
Keys to the room to be in the possession of the MD5M Executive Secretary from Thursday afternoon through Sunday afternoon

## MD5M Multiple Convention Bid Requirements (cont.)

### **Council Meeting**

Friday 7 AM to 2 PM

Skirted head table with seating for 3

Skirted tables, open square, seating for 24

Lectern at head table with microphone

Additional seating theater style for 40 in the back of the room

Coffee/tea/water service

### **Minimum Thursday Night Hotel Rooms**

12 - District Governors

12 - District Governor Elects

3 - International Guest, Council Chairperson and MD5M Executive Secretary

## Host Committee Responsibilities

The Host Committee shall be responsible for:

1. Reports to the Council of Governors meetings, a Host Committee Representative shall in person report to the following Council meetings during the year preceding the convention year:
  - July Council of Governors meeting with the preliminary budget for approval and other reports as necessary
  - October Council of Governors meeting with the room and meal rates and the budget for approval
  - March Council of Governors meeting with programs and schedule for approval
  - Friday Council of Governors meeting of the Convention being hosted
  - July Council of Governors meeting immediately following the MD5M Convention just hosted with a final summary report and audit of the books
2. Printing of the convention program booklet
3. Making initial contact and ***non-binding*** space booking arrangements with hotels and convention space
4. Composing convention registration forms and if needed, hotel registration forms
5. Composing a suggested convention schedule, registration forms and other pertinent convention information to be mailed to the MD5M Executive Secretary, Council Chairperson and the Council of Governors at least three weeks prior to the October Council meeting
6. Mailing of registration forms and convention information to all club secretaries after the October Council meeting and before January 1
7. Provide representatives at each District Mid Winter Convention to market the convention, programs and location
8. Submitting registration forms and news releases regarding the MD5M convention to the District Governors for entry into their District Newsletters
9. Selling advertisements in the program booklet to offset the costs of printing the program expenses if the Host Committee so desires

A portion of the dues paid by the Lions of Multiple District 5M is allocated to the MD5M convention. These funds are held by the Executive Secretary until released to the Host Committee by action of the Council of Governors at the October Council of Governors meeting.

The Host Committee should appoint a treasurer to collect, disburse and account for all funds attributed to the Multiple District 5M Convention except those held by the MD5M Executive Secretary.

The Host Committee Treasurer shall not pay any invoices unless accompanied by a payment approval voucher signed by the Host Committee Chairperson. Meal prices, menus and room



rates should be established by the Host Committee and submitted to the Council of Governors for approval no later than the October Council meeting.

An expected registration of 500 would be a planning number. Not all attendees register for the convention. Not all registrants attend meal functions, seminars or business sessions. Hotel rooms and convention space should be reserved on a **non-binding** basis as soon as possible before the bid is presented to the Council of Governors. No binding contracts are authorized until after the convention bid is awarded and the MD5M Legal Consultant has reviewed..

**Estimated hotel rooms needed:**

Thursday night	50 rooms
Friday night	200 rooms
Saturday night	300 rooms

## **Host Committee Responsibilities (continued)**

All possible suites of all sizes should be booked for all three nights until release to the Host Committee by the MD5M Executive Secretary.

The Host Committee shall not allow any campaign literature, gifts or other campaign paraphernalia to be placed anywhere in the room for the Memorial Service, on any dinner table in the banquet hall or in the reception area for the Saturday Night Banquet.

### **Reports to the Council of Governors**

The Host Committee Chairperson and his or her committee (as appropriate) shall report in person to the Council of Governors on the plans and arrangements that have been or need to be made for the MD5M Multiple Convention. The Council meetings at which the committee shall report include:

- July Council of Governors meeting with the preliminary budget for approval and other reports as necessary
- October Council of Governors meeting with the room and meal rates and the budget for approval
- March Council of Governors meeting with programs and schedule for approval
- Friday Council of Governors meeting of the Convention being hosted
- July Council of Governors meeting immediately following the MD5M Convention just hosted with a final summary report and audit of the books

### **Suggested Host Sub-Committees:**

#### Administration:

- Chairperson, Vice Chairperson, Secretary, Treasurer and Sub-Committee Chairpersons (the appointment of a Co-Chairperson is discouraged)
- Bid preparation
- Council of Governors reporting
- Sub-Committee appointments

#### Registration:

- Prepare hotel and convention registration forms
- Compilation of registration forms
- Notification of Chairperson of any need to reallocate space

#### Greetings and Information:

- Greeting of attendees
- Guides for directions
- Spouse/alternative program
- LEO activities
- Lioness activities

## **Host Committee Responsibilities (continued)**

### Publicity:

- Prepare articles for MD5M Newsletter and District Newsletters
- Send convention information to all club secretaries
- Local press conference

### Program Booklet:

- Prepare the booklet
- Advertisement layout (if any)
- Suggested Convention program schedule

### Finance (includes the Treasurer):

- Selling advertisements for the program booklet
- Cost analysis
- Attendance and record keeping (for the final report to the Council)

### Entertainment and Speakers:

- Friday evening Mixer
- Work with the Council of Governors for seminar speakers

### Souvenirs:

- Pin design and sales, other items

# MD5M Multiple Convention Bid Format

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Host: \_\_\_\_\_ District: \_\_\_\_\_  
(Specify if club, zone, District, etc)

Proposed Convention Dates: \_\_\_\_\_

Proposed Headquarters Hotel: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotel Sales Contact: + \_\_\_\_\_ Fax: \_\_\_\_\_

Proposed Convention Facilities: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Conv Ctr Sales Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Host Committee Convention Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Alternate Hotels: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Host Chairperson)

\_\_\_\_\_  
(Signature of Host Club, Zone  
District, etc)

\_\_\_\_\_  
(Date Submitted)

\_\_\_\_\_  
(Date Received)

# MD5M Multiple Convention Bid Format

(Page 2)

Number of rooms committed by hotels:

	Thursday Night	Friday Night	Saturday Night
Headquarters Hotel	_____	_____	_____
Hotel: _____	_____	_____	_____
Hotel: _____	_____	_____	_____
Hotel: _____	_____	_____	_____

Number and sizes of suites at the Headquarters hotel: \_\_\_\_\_

Current headquarter hotel room rate: \$\_\_\_\_\_ 2 double beds  
(note any differences for  
single or double occupancy) \$\_\_\_\_\_ queen bed  
\$\_\_\_\_\_ king bed  
\$\_\_\_\_\_ suite

When will room rates be "locked in"? \_\_\_\_\_

When will blocked hotel rooms need to be released? \_\_\_\_\_

Describe the hotel reservation and deposit procedure: \_\_\_\_\_

Describe hotel complimentary room policy: \_\_\_\_\_

How will Host Committee propose to utilized the complimentary rooms/room nights? \_\_\_\_\_